

Employee Navigator Job Aid

Workspace Tab

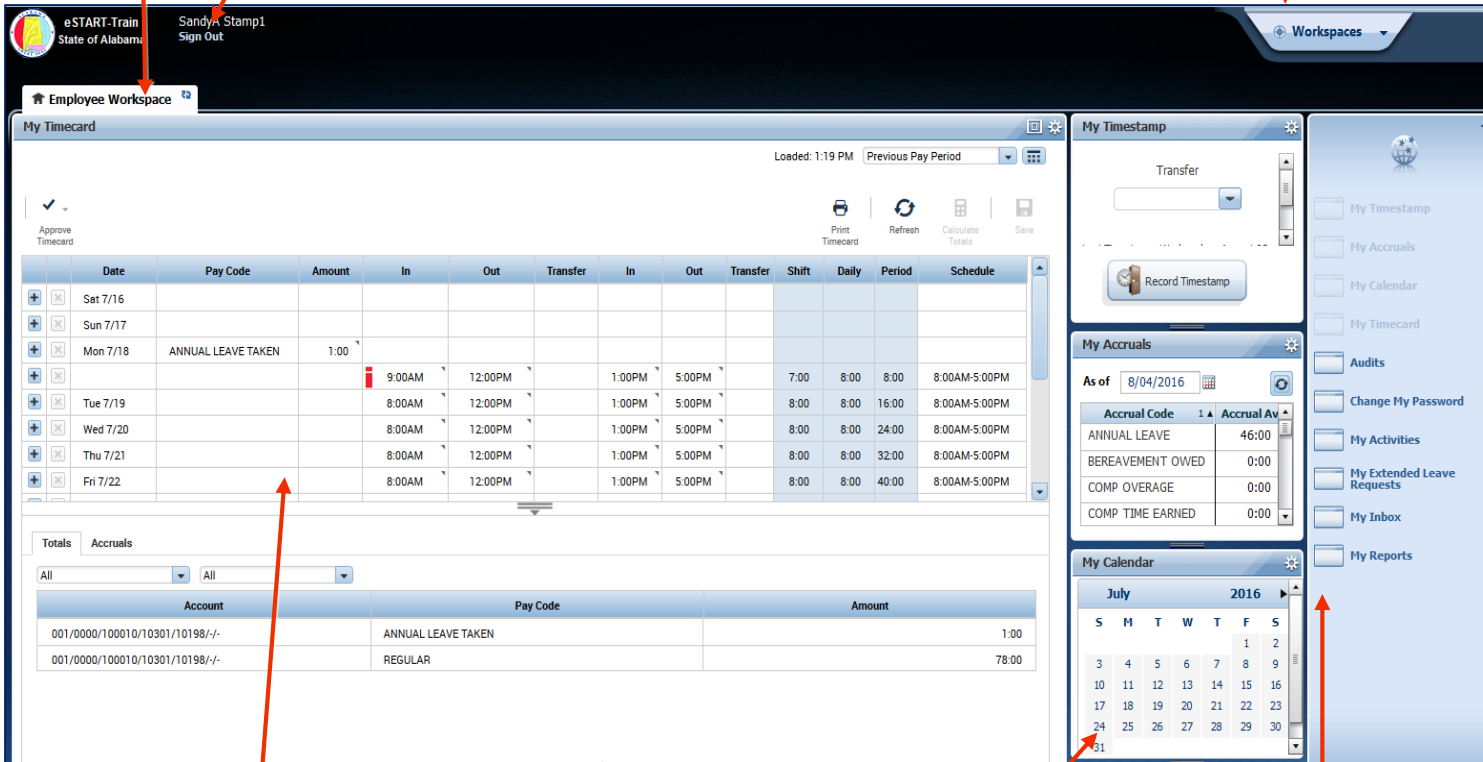
Displays active workspaces; click title to bring a workspace into focus. (Employee Workspace is the only one in this example.)

Name / Sign Out

Identifies user and a link to log out of navigator.

Workspaces Carousel

Container for one or more workspaces.



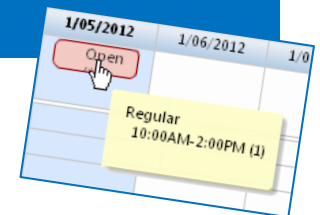
The screenshot shows the eSTART Employee Navigator interface. At the top, there's a header with the eSTART logo, the user name 'Sandy Stamp1', and a 'Sign Out' link. Below the header, there's a 'Workspaces' carousel showing the 'Employee Workspace' tab. The main area contains several widgets: 'My Timecard' (a table showing dates, pay codes, and amounts), 'My Timestamp' (a form for recording time), 'My Accruals' (a table showing accrual codes and amounts), and 'My Calendar' (a calendar view for July 2016). A 'Related Items Pane' on the right side lists various items like 'My Timestamp', 'My Accruals', 'My Calendar', 'Audits', 'Change My Password', 'My Activities', 'My Extended Leave Requests', 'My Inbox', and 'My Reports'.

Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
Sat 7/16												
Sun 7/17												
Mon 7/18	ANNUAL LEAVE TAKEN	1:00										
Tue 7/19			9:00AM	12:00PM		1:00PM	5:00PM		7:00	8:00	8:00	8:00AM-5:00PM
Wed 7/20			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
Thu 7/21			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	32:00	8:00AM-5:00PM
Fri 7/22			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	40:00	8:00AM-5:00PM

Account	Pay Code	Amount
001/0000/100010/10301/10198/-/-	ANNUAL LEAVE TAKEN	1:00
001/0000/100010/10301/10198/-/-	REGULAR	78:00

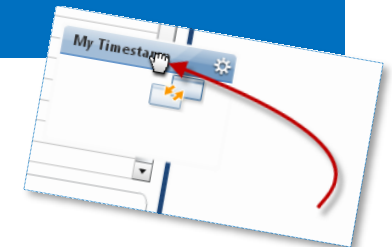
Hovering for Details

Hover the mouse to see details, where applicable.



Repositioning Widgets

Move a secondary widget into a primary position by clicking the title bar, dragging it over a primary widget, and releasing.



Workspace

Displays one or more widgets and the Related Items pane.

Widgets

A widget is a task-oriented tool or view into eSTART. There will be one or two primary widgets, depending on the workspace—these are widgets you can use to perform tasks. There may also be one or more smaller-sized secondary widgets, but normally these are for viewing only until you swap them into a primary position.

Related Items Pane

Includes additional widgets for less common tasks.